

# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System  
(MEIS)*

## Title I Supplemental Educational Services Application

### User's Guide

Questions?  
Contact: 517.335.0505  
e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



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# Using the Application

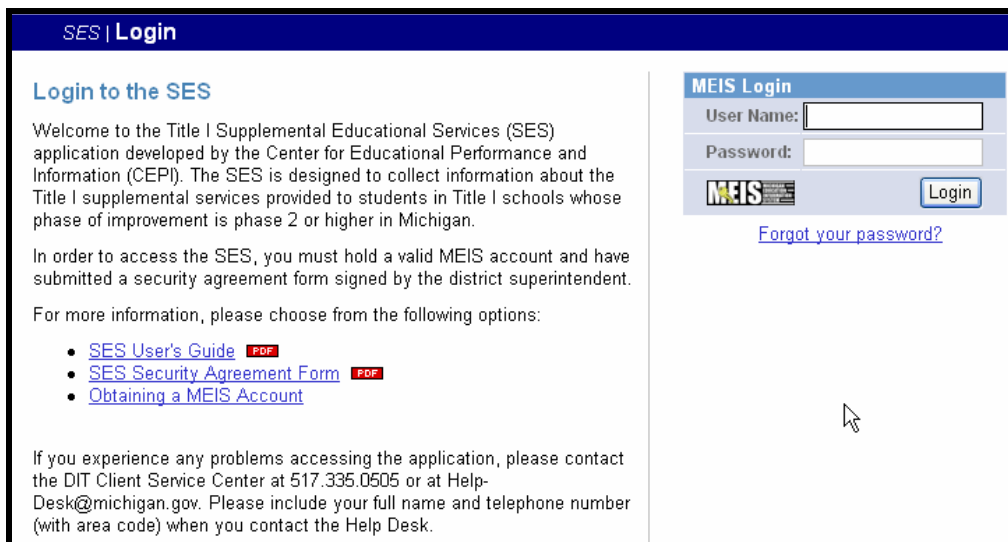
## Introduction

The Title I Supplemental Educational Services (SES) Application was developed to allow the Michigan Department of Education (MDE) to evaluate the contribution of SES to student achievement in Title I schools whose phase of improvement is phase 2 or higher because they have failed to make Adequate Yearly Progress (AYP) for at least three consecutive years.

The SES application collects data from these schools/facilities. The data consists of the provider name and the number of hours of service provided to each participating student in the building.

## Step 1: Logging In to the Application

To log in to the Title I SES Application, go to <https://cepi.state.mi.us/SES>. Enter your MEIS user name and your password, and then click the "Login" button.



**Security Levels.** Depending on the security agreement a user completes, two levels of access are available in the Title I SES Application. **School-level users** have access to select providers and enter the hours of service for students. They are also allowed to add students.

**District-level users** have dual roles in the SES Application. District-level users must select from a pre-populated list of providers for the schools/facilities in their districts. They can also perform the same functions as school level users.

## Step 2: Creating a Provider List (District-Level Users Only)

This section applies only to **district-level users**. If you are a **school-level user**, proceed to step 3.

1. Once logged in, you are presented with a list of the schools/facilities or districts for which you have authorized access. The top link is an option to edit the provider list for the district. Select this option.

**SES | SES Main Menu**

This page lists the schools for which you are authorized whose phase of improvement is phase 2 or higher. To submit the provider and hours of service information for your students in these schools, simply click on a school name. For more information on the schools whose phase of improvement is phase 2 or higher in this list, please contact John Doe at 555-555-5545.

### Happy Valley Schools

[Edit Happy Valley Schools Provider List](#)

School	Total Students Updated	Total Hours
<a href="#">Green Acres Elementary School</a>	0	0
<a href="#">Happy Valley High School</a>	0	0

2. To add a provider to your district's list, click on the checkbox adjacent to the provider name. You may select as many providers as appropriate.

**SES | Select Providers**

The following table lists the supplemental educational service providers as determined by the State of Michigan. Please review this list and choose the providers that are used by Green Acres Elementary School.

<input checked="" type="checkbox"/> A to Z In Home Tutoring LLC	<input type="checkbox"/> AARMS	<input type="checkbox"/> Acadamia.net, LLP
<input type="checkbox"/> Academic Achievement Tutoring Services, Inc.	<input type="checkbox"/> Academic Enterprise, Incorporated	<input checked="" type="checkbox"/> Accelerate to Success
<input type="checkbox"/> Ace It of Grosse Pointe Farms	<input type="checkbox"/> Ace It-Metro Detroit	<input type="checkbox"/> Ace It-of St. Clair Shores
<input type="checkbox"/> Achieve 3000	<input type="checkbox"/> Achieve Tutorial Service, Inc.	<input type="checkbox"/> Akwaaba Community Center
<input type="checkbox"/> Albion Public Schools	<input type="checkbox"/> Alkebu-Lan Village	<input type="checkbox"/> Alliance for Children, Inc.- Prescriptive Education Program
<input type="checkbox"/> Alpena Public Schools	<input type="checkbox"/> Amicus II, Inc.	<input type="checkbox"/> Angel Land Child Care & Parent Institute
<input type="checkbox"/> Arab Community Center for Economic and Social Services (ACCESS)	<input type="checkbox"/> ATS Educational Consultants	<input type="checkbox"/> Babbage Net School, Inc.
<input type="checkbox"/> Battle Creek Public Schools	<input type="checkbox"/> Bay-Arenac ISD	<input type="checkbox"/> Benchmark Education Company

3. When you have finished selecting the providers for your district, click the "Save" button to save your changes. A summary screen will be presented showing all providers indicated. To return to the Main Menu, click the "Continue" button on the summary screen.

**SES | Select Providers**

**The following providers were selected for Green Acres Elementary School:**

- A to Z In Home Tutoring LLC
- Accelerate to Success
- GLM Associates
- Plato Learning, Inc.
- Socratic Learning Inc.

### **Step 3: Selecting Schools (School-Level and District-Level Users)**

Once you have logged in, you are presented with a list of the schools/facilities or districts for which you have authorized access. Adjacent to the school/facility listed are columns for the total of students updated and the total number of hours indicated. These numbers will be updated automatically as data is entered.

To begin entering information for your students, click on the link for one of your schools/facilities. This will take you to the Data Submission screen for that school.

**SES | SES Main Menu**

**Happy Valley Schools**

School	Total Students Updated	Total Hours
<a href="#">Green Acres Elementary School</a>	0	0
<a href="#">Happy Valley High School</a>	0	0

**This page lists the schools to which you are authorized access whose phase of improvement is phase 2 or higher. To submit the provider and hours of service information for your students in these schools, simply click on a school name. For more information on the schools whose phase of improvement is phase 2 or higher in this list, please contact John Doe at 555-555-5545.**

### **Step 4: Entering Student Data (School-Level and District-Level Users)**

The Data Submission screen provides a list of the students in your school. It is initially populated from the fall Single Record Student Database (SRSD) submission. Any new students not included with the fall submission are then added with the spring SRSD submission for that school year. The Unique Identification Code (UIC) for the student is followed by last name, first name, date of birth, gender, SRSD exit code, provider dropdown menu, and total hours of service.

SES   Data Submission								
For questions regarding the provider list, please email <a href="#">Atticus Finch</a> or call 517-123-4567.			<b>Green Acres Elementary School (02345)</b> <b>Note:</b> Provider and hours of service are required when entering SES Data for a student. The hours of service entry must be numeric and rounded to the nearest whole number. You may also <a href="#">add a student to this school/facility</a> .					
<div>Save SES Data</div> <p>You must click this button to save the data to the SES database.</p>								
Grade: 02		Hours of Service: All		Grade 02: 0 of these 39 students have hours specified				
Grade	UIC	Last Name	First Name	Date Of Birth	Gender	SRSD Exit Code	Provider	Total Hours of Service for the current School Year
02	2323232323	Capote	Truman	07/01/1998	M	19	<input type="text"/> <a href="#">Assign Another Provider</a>	
02	4545454545	Lee	Harper	10/18/1997	F	19	<input type="text"/> <a href="#">Assign Another Provider</a>	

- **SRSD exit code.** This code corresponds to Field 23: District Exit Status in the SRSD. A code of "19" indicates that a student is continuing in the district. For the remaining exit codes, please see Appendix A of this document.
  - **Provider list.** This is a list of the providers of supplemental educational services in your district. This list has been determined by the district level user of the Title I SES Application. To contact this individual in your district, refer to the blue shaded box in the upper left corner of this screen.
  - **Grade.** Select the grade you wish to access from the Grade dropdown menu in the upper left portion of the screen. The default for the Grade dropdown menu is the lowest grade in the building. If you wish to access an alphabetical list of all students in the school, select "All" from the dropdown menu.
  - **Total hours of service for current school year.** This is a total of the number of hours of service received from a particular provider for the current school year. Entries must be rounded to the nearest whole number.
1. Users may filter results to show a specific group of students. The Data Submission screen allows users to filter the students presented by grade level and hours of service through the use of dropdown menus. The Hours of Service dropdown menu will display one of the following:
    - Any – Displays all students for a selected grade.
    - Hours Specified – Displays only those students for whom Total Hours of Service have been entered.
    - No Hours Specified – Displays only those students for whom no hours of service have yet been entered.

For example, to see only fourth grade students who have no hours specified, select "04" from the Grade dropdown and "No Hours Specified" from the Hours of Service dropdown.

SES | Data Submission

For questions regarding the provider list, please email [Atticus Finch](mailto:Atticus.Finch) or call 517-123-4567.

**Happy Valley Schools (02345)**

**Note:** Provider and hours of service are required when entering SES Data for a student. The hours of service entry must be numeric and rounded to the nearest whole number. You may also [add a student to this school/facility](#).

Save SES Data

You must click this button to save the data to the SES database.

**Grade:**

02 ▼

**Hours of Service:**

All ▼

Grade 02: 0 of these 39 students have hours specified

Grade	UIC	Last Name	First Name	Date Of Birth	Gender	SRSD Exit Code	Provider	Total Hours of Service for the current School Year
02	2323232323	Capote	Truman	07/01/1998	M	19	<div style="border: 1px solid #000080; padding: 2px; display: inline-block;">▼</div> <div style="border: 1px solid #000080; padding: 2px; margin-top: 2px;">                     Alkebu-Lan Village                      Alliance for Children, Inc.-Prescri ...                      EdSolutions, Inc.                      Tutor.com                 </div>	<div style="border: 1px solid #000080; width: 50px; height: 20px; margin: 0 auto;"></div>
02	4545454545	Lee	Harper	10/18/1997	F	19		<div style="border: 1px solid #000080; width: 50px; height: 20px; margin: 0 auto;"></div>

2. To add a provider for a student, select a provider from the dropdown menu for that student. If the student's provider is not listed, contact your ***district-level user*** of the application. This individual will be listed in the top left-hand corner of the screen.
3. Next, enter the Total Hours of Service in the adjacent text box.
4. To add additional providers for a student, click the "Assign Another Provider" link.
5. Click the "Save SES Data" button save the data to the SES database.

### **Step 5: Adding a Student (School-Level and District-Level Users)**

If you are looking for a student who is not currently displayed, the student may have entered the school/facility after the fall SRSD submission. In this case, there are two options:

1. You may wait for the student to appear in the list following the district's submission of spring SRSD data for the current school year. At this time, the list will be refreshed to include any students who have entered the district since the fall SRSD submission.
2. You may search for the student by UIC. To do this, click the link titled "add a student to this building" in the "Note:" section at the top of the page.
  - a. If you have the UIC for a student, enter this in the UIC box and click "Search" (screen below).
  - b. If you do not have the UIC for a student, contact the UIC resolver for your district in order to obtain it. The UIC resolver for your district should be listed at the top of the search page.

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**SES | Add Student to Green Acres Elementary School**

You are allowed to add existing students to a building. This will allow you to enter service hours for a student who has moved to your building during the school year. To add a student, enter the student's UIC and click 'Search'. If a match is found for the UIC, the student's information will be shown. Verify the student details, then click the 'Add Student' button to add student to the building.

In order to obtain the UIC code for a student, please contact the UIC resolver for your district: E-mail [Sherlock Holmes](#) or call 888-888-8888. Newly created UICs will be imported into the Title I SES application daily at 12 p.m. (noon).

UIC:

[Go Back to Green Acres Elementary School Students](#)

If the UIC you entered is located, information for this student will be displayed. Clicking "Add Student" will add the student to the list for your school/facility. The information that appears for a student is derived from the UIC Master Table, as this was most recently modified during the SRSD submission. It is possible that district and school/facility information may not yet have been updated. However, the information displayed should correspond to whatever information you have regarding the student's transfer history.

If the student does not have a UIC, you may contact your district's UIC resolver (contact info is provided on the screen) and have him or her create a UIC for the student in the SRSD/UIC application. **Newly created UICs will be imported into the Title I SES application daily at 12 p.m. (noon).**

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**SES | Add Student to Green Acres Elementary School**

You are allowed to add existing students to a building. This will allow you to enter service hours for a student who has moved to your building during the school year. To add a student, enter the student's UIC and click 'Search'. If a match is found for the UIC, the student's information will be shown. Verify the student details, then click the 'Add Student' button to add student to the building.

In order to obtain the UIC code for a student, please contact the UIC resolver for your district: E-mail [Sherlock Holmes](#) or call 888-888-8888. Newly created UICs will be imported into the Title I SES application daily at 12 p.m. (noon).

UIC:

[Go Back to Green Acres Elementary School Students](#)

**UIC Master Record \***

**UIC:** 1234567890  
**First Name:** Agatha  
**Last Name:** Christie  
**Date of Birth:** 07/22/1995  
**District Name:** Happy Valley Schools (54321)  
**Building Name:** Green Acres Elementary  
**Grade:** 04  
**Gender:** F  
**Exit Status:** 19

*\* This information appears as last modified in the SRSD. District and Building may not yet have been updated. However, they should correspond to whatever information you have regarding the student's transfer history.*

### **Step 6: Maintaining Your Data**

You may return to the SES application at any time to modify or add records. The Michigan Department of Education will extract this data for the current school year as of the last business day in August. For example, data for the 2005-2006 school year will be extracted on **August 31, 2006**. All data must be saved in its final form prior to that date. Remember to save your data after each session!

## Appendix A – District Exit Status

This is a two-position field that indicates why the student left the school district (NN). The default code for this field is "19".

- 01 Graduated from general education with a high school diploma
- 02 Graduated from general education with a high school diploma and applied to a degree-granting college or university to a degree-granting college or university granting college or university
- 03 Graduated from an alternative program with a high school diploma
- 04 Graduated from general education with a high school diploma and applied to a non-degree-granting institution
- 05 Completed general education with an equivalency certificate (GED)
- 06 Completed general education with other certificate
- 07 Dropped out of school
- 08 Enrolled in another public school district in Michigan
- 09 Moved out of state
- 10 Expelled from the school district (no further services)
- 11 Enlisted in military or Job Corps
- 12 Deceased
- 13 Incarcerated
- 14 Enrolled in home school
- 15 Enrolled in non-public school
- 16 Unknown
- 17 Placed in a recovery or rehabilitative program
- 18 Left Adult Education
- 19 Expected to continue in the same school district
- 20 Received Special Education certificate of completion and exited the K-12 system
- 21 Special Education - Reached maximum age and exited the K-12 system
- 30 Exited Early Childhood or Early On<sup>®</sup> Program